

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 3
2. AMENDMENT/MODIFICATION NO A002	3. EFFECTIVE DATE 2/23/2007	4. REQUISITION/PURCHASE REQ NO. NA	5. PROJECT NO (If applicable)	
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE			
FAA, Aero Center, Bid and Proposal Officer AMQ-100, Bid and Proposal Office P O BOX 25082 OKLAHOMA CITY OK 73125		FOR MORE INFORMATION CONTACT: Name: Avis Franklin Telephone No. (405) 954-7836 FAX No. (405) 954-3030		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(X) X	9A. AMENDMENT OF SOLICITATION NO DTFA-AC-07-R-12146	
			9B. DATED (SEE ITEM 11) 01/26/2007	
			10A. MODIFICATION OF CONTRACT/ORDER	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

( x )The above numbered solicitation is amended as set forth in Item 14. **The hour and date specified for receipt of Offers [ ] is extended, [ XX ] is not extended.** Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning [ 1 ] copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)	
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES(such as changes in paying office, appropriation date, etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).	
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	
D. OTHER (Specify type of modification and authority)	
E. <b>IMPORTANT:</b> Contractor [ ] is not, [ ] is required to sign this document and return [ ] copies to the issuing office.	

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

**The solicitation referenced in Item 9A Instructional Services supporting FAA Center for Management and Executive Leadership (CMEL). The hour and date specified for receipt of offerors is not extended and remain March 26, 2007, 4:00 P.M. CST**

All offers shall be delivered to FAA, Bid and Proposal Officer (AMQ-100), Room 313, Multi-Purpose Building, 6500 South MacArthur Blvd., P.O.Box 25082, Oklahoma City, OK 73125.  
OVERNIGHT-address is 6500, South MacArthur Blvd., Oklahoma City, 73169.

**SEE Superceding SIR page(s) and revised Appendix A, B, and C**

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) AVIS FRANKLIN	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY:	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

**FIRST:** The PWS paragraph 1.2 is hereby revised to specifically identify the following:

1.2.1 Program Management, Administration and Operational Support: This performance includes program management and contract administration, supervision of contract personnel, training registration, evaluation assessment, health awareness and wellness consultation, publications, information technology (IT) support, library services, logistic services, conference support and clerical support as necessary to meet performance and delivery requirements. The Operational services shall include support for all CMEL training, development and conferences, which may include third party course deliveries, and field locations.

**SECOND:** The PWS paragraph 7.3 entitled Operational Support is hereby revised to specifically identify the following key personnel:

7.3 The Operational Support personnel will perform the necessary program management, registration, evaluation, and network administration required to support the CMEL workload projections as represented in Appendix C.

**THIRD:** The PWS paragraph 7.4 entitled Instructional services is hereby amended to correct the following:

Paragraph 7.4 Instructional Services.

CMEL courses require instructors and developers proficient in a broad range of core management/leadership topics (e.g., interpersonal relations, leading teams, giving feedback, communicating expectations, problem solving, decision making). The instructors are also expected to possess expertise in the theoretical and practical aspects of one or more specific topic areas (e.g. Myers/Briggs, Situational Leadership, Critical Thinking, Team Building, Change Management, Conflict Management and Coaching). Performance may also require subject matter expertise in areas such as Financial Management, Business Communication, Labor Relations, Strategy, Marketing, Ethics, Media Relations, Quantitative Analysis and Negotiation. In addition to instructional staff, when tasked the contractor will provide Instructional Systems Specialist perform course design, development, or redesign.

**FOURTH:** The PWS table entitled Deliverables and Acceptance is revised to include Library Support Services as follows:

LIBRARY	monthly for services performed monthly	-Accessible at designated times for library services -Submit summary of resources provided and resources obtained	Library materials are cataloged in accordance with Library of Congress MARC records. Positive customer service is provided during established hours. Provide a weekly log of user activity.
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**FIFTH:** The definition for Full-Time Equivalent (FTE) has been revised from 1820 to 1840.

**SIXTH:** The PWS Appendix A entitled "Task Descriptions" is hereby revised to clarify tasks for the following positions (see revised Appendix).

Task One – Program Management and Administration

1. Fulltime Personnel are required to perform Tech Support (Computer Specialist Network administrator), Research and Evaluation, and Publication Support Services.
2. Support will include developing Management plans for new and potential customers.
3. The Webpage Designer position has been deleted.
4. Library Support, and Health Awareness services are required during alternate hours of operation.
5. The Library support will include management of the lending library.
6. Bench Repair requirements have been revised to include material handling.
7. Procurement & Property Management requirements have been revised
8. Health Awareness support services have been clarified by identifying requirements for debriefing of blood chemistry and time/availability requirements.

**SEVENTH:** The Contract Support Position Descriptions in PWS Appendix B are hereby revised as follows See Revised Appendix):

1. Deleted the description and qualifications for the Webpage Designer, and Electronics Technician Maintenance III.

**EIGHTH:** The PWS Appendix C entitled Workload Projections is hereby amended to correct the following (See Revised Appendix):

- Labeling of Courses (Level 1 -Level IV)
- Quantity for FMC-2 corrected from 118 to 18.

**NINTH:** As a result of Part “Eighth” above, The SIR Section B – Supplies/Services, CLINs 003, 0010, 0017, 0024, and 0031 Residential Training estimated quantities are here decreased as follows:

CLIN	Level 3 Estimated Quantity	Estimated Total = In Residence Days Instruction
003	464	904
0010	524	1022
0017	592	1154
0024	670	1304
0031	743	1449

See attached superceding pages (2r, 4r, 6r, 8r,10r, 12r & 13r) to be completed and submitted with the proposal.

**TENTH:** As a result of PWS amendment(s), the SIR Section H, Clause entitled Key Personnel is hereby revised to the following positions (see SIR superceding page 33r attached to this amendment).

Program Manager and Alternate Program Manager  
 Network Administrator  
 Instructors  
 Instructor Designers/Developers  
 Evaluation Specialist  
 Registrar